



CITY OF EUREKA
DEVELOPMENT SERVICES DEPARTMENT
Community Development Division
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Lot Line Adjustment

Overview

A Lot Line Adjustment is a minor movement of property lines between two but no more than four adjoining parcels. Lot Line Adjustments are used to correct minor trespasses (such as building over or too close to a property line) or to add acreage to a parcel for the owner's convenience.

State Law requires the City review Lot Line Adjustments to ensure that the land taken from one parcel is added to an adjacent parcel, and that no new parcels are created. The City also reviews the adjustment to determine that the resulting parcels will conform to the City's Zoning and Building Ordinances and that the adjustment will not cause an adverse impact on the neighborhood or the environment.

How to Apply

Lot Line Adjustment applications are available at the Community Development Department, 3rd floor, City Hall, or on the Department's website at www.ci.eureka.ca.gov. Staff can assist you with the materials needed for a complete application packet. Once you have put together a complete application packet, return the application packet along with the application fee to the Department for processing.

The Process

Step 1: Application Acceptance, Department Review

Once your application has been submitted and fees collected, Staff will perform a preliminary review of the application to determine if the application is complete. Should your application be found incomplete, you or your agent, if you have designated one, will be contacted and advised what items must be submitted before processing can continue. You will have 120 days from the date of the contact (e.g. letter, telephone call, e-mail) to submit the requested material, or the review of your project will expire unless an extension is granted prior to the expiration. Once expired, a new, complete application, including all supplemental material and a full fee is required to re-initiate the review process.

Step 2: Referrals and Staff Review

Once your application has been accepted as complete, the assigned planner will send copies of your application materials to other City departments and public agencies having jurisdiction or authority over your project. If the responding Departments or agencies identify issues that must be resolved prior to the continued processing of your application, or if additional information is required by those Departments or agencies, the assigned planner will contact you or your agent, if you have designated one, and advise you of what is needed.

The City of Eureka may submit a Lot Line Adjustment proposal to the City's Development Coordination Committee for review and input. Development Coordination is an opportunity for you, the applicant, city departments, and public service agencies to all be involved, on an informal basis in the review process.

Once the referral departments and agencies, and, if necessary, the Development Coordination Committee have concluded their review of your Lot Line Adjustment, Staff will analyze the project for conformance with the City's zoning and building codes

Step 3: Decision by the Community Development Director

Lot Line Adjustments are acted upon administratively by the Director of Community Development. If the Director approves or conditionally approves the lot line adjustment, a Notice of Action is sent to you. If you are dissatisfied with the Director's action, you, as the applicant, or any interested person, may within 15 days of the Director's decision request a hearing before the Planning Commission. The Planning Commission will hear the request at a public meeting for which public noticing will be mailed to all property owners within 300 feet of the subject property.

Step 4: Appeals

You as the applicant, or any other person, can appeal decisions of the Planning Commission to the City Council; the appeal must be filed with the City Clerk within 10 calendar days of the Planning Commission's decision. Appeals must be submitted in writing on forms provided by the City Clerk and be accompanied by the required fees.

Expiration of Lot Line Adjustment

The tentative approval of your Lot Line Adjustment will expire one year from the effective date of your Lot Line Adjustment. If the conditions of approval cannot be satisfied within the initial one-year period, you may apply for an extension. The expiration date may be extended one time for one year. Please note that applications for extensions must be submitted before the expiration date and may be granted only when the circumstances and conditions of the original approval have not changed.

How to Get Help

Call, e-mail or visit the Community Development Department; we are available to discuss your project with you. You may also wish to hire a consultant, such as an architect, engineer, land surveyor, or professional planner to assist you; a listing of qualified professionals is available in the yellow pages of the phone directory.